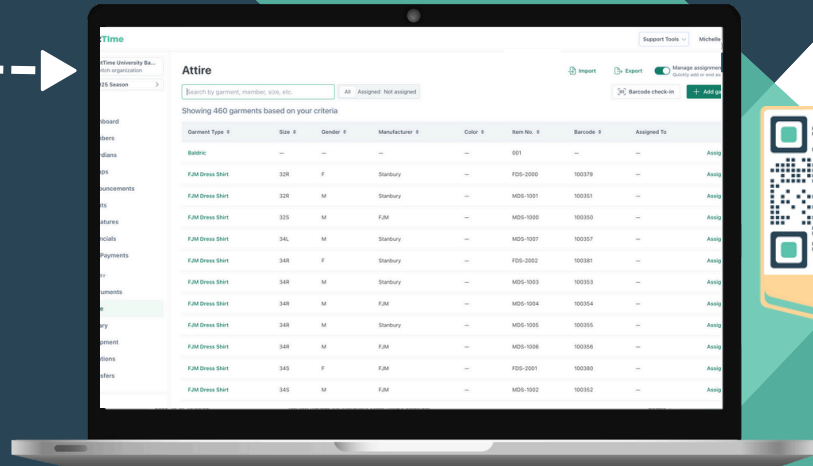




ATTIRE INVENTORY CHEAT SHEET

FOR NEW CUTTIME USERS



Welcome to our lightning fast inventory toolbox for uniforms, robes, and other garments. Inside is a collection of tools and data to help you manage your precious assets from acquisition to retirement. Find what you need when you need it fast thanks to quick filters, partial name search, and barcode code scans.

STORAGE LOCATIONS

You can update these globally in your Program Settings.

ASSIGN ATTIRE

You can assign a single or multiple garments to a single student at one time. You can filter and view members who do not have assigned Attire, plus use a barcode to pull up and assign any garment item.

VIEW ASSIGNMENTS

Once attire has been assigned to a student, you can view all of their assignments in one place by navigating to their Program Membership Details. You can also quickly and easily unassign their garments from this page.

REPAIRS & INSPECTIONS

Upload your estimates, invoice receipts, and photos for any garment repair. Record inspections by choosing a condition, adding notes, and uploading photos.

CLEANINGS

Enter the last date the garment was cleaned.

HELPFUL ARTICLES

[Attire Inventory Overview](#)

[Importing Attire Data](#)

[Assigning Garments](#)

[Barcode Scanning and QR Codes](#)

[Deleting Garments](#)

[Ordering Barcode Labels](#)

[Storage Locations](#)

[Managing Exports](#)

[CLICK HERE TO READ OUR BLOG](#)

Questions? Contact us at support@gocuttime.com